



Washington Human Resources 2005

Building Human Resource Excellence for Tomorrow

Implementing Civil Service Reform for Washington State Government

Department of Personnel

August 2002

<http://hr.dop.wa.gov/hrreform>

Presentation Topics

- Overview of civil service reform key components
- New Human Resource System
 - ◆ Design criteria
 - ◆ Effective Dates
 - ◆ Research
 - ◆ Communication and feedback

Civil Service Reform Bill

- Key components:
 - ◆ Collective bargaining
 - ◆ Contracting out
 - ◆ New human resource system

Overview

Collective Bargaining

- Bargaining begins no later than July '04; agreements effective July '05
- Governor's Office bargains for state agencies; higher education institutions may negotiate own contracts
- Personnel/Payroll Information System impact on subjects for bargaining
- Employees exempted from bargaining:
 - ◆ Washington Management Service
 - ◆ Confidential employees
 - ◆ Internal auditors
 - ◆ Staff in DOP, OFM, and portions of AGO

Collective Bargaining (cont.)

- **Mandatory subjects for bargaining:**
 - ◆ Wages and hours
 - ◆ Insurance benefit dollar amount
 - ◆ Other terms and conditions of employment
- **Excluded from bargaining:**
 - ◆ Pensions
 - ◆ Inherent management policy
 - ◆ Financial basis for layoff
 - ◆ Directing and supervising staff
- **Optional (determined by OFM):**
 - ◆ Rules pertaining to exams, certification of names for vacancies, appointments, classification, affirmative action, delegation of authority

Overview

Contracting Out

- Competitive contracting out expanded to include services “traditionally and historically provided by state employees”
- Employees have opportunity to offer alternatives, and to compete for the work
- Rules to be adopted by GA; training provided by DOP
- Contracting out provisions effective July 05

Overview

New Human Resource System

- New personnel system applies to:
 - ◆ In total, for non-represented employees
 - ◆ In part, for represented employees
- New structure, rules, and processes for:
 - ◆ Job classification
 - ◆ Compensation
 - ◆ Recruitment, selection, referral, hiring
 - ◆ Basis for RIF and re-employment from RIF
 - ◆ Corrective and disciplinary action
 - ◆ Training and development
 - ◆ Performance management
 - ◆ Other aspects of HR management

New Human Resource System

Design Criteria

- Focused on outcomes, rather than process
- Minimal number of rules
- Easy to understand and simple to use
- Fast and responsive – responds quickly to a variety of needs and situations
- Open and flexible; provides multiple options
- Adaptable to change; can be easily modified and improved
- Automated to the degree possible
- Ensures fair treatment for employees and managers

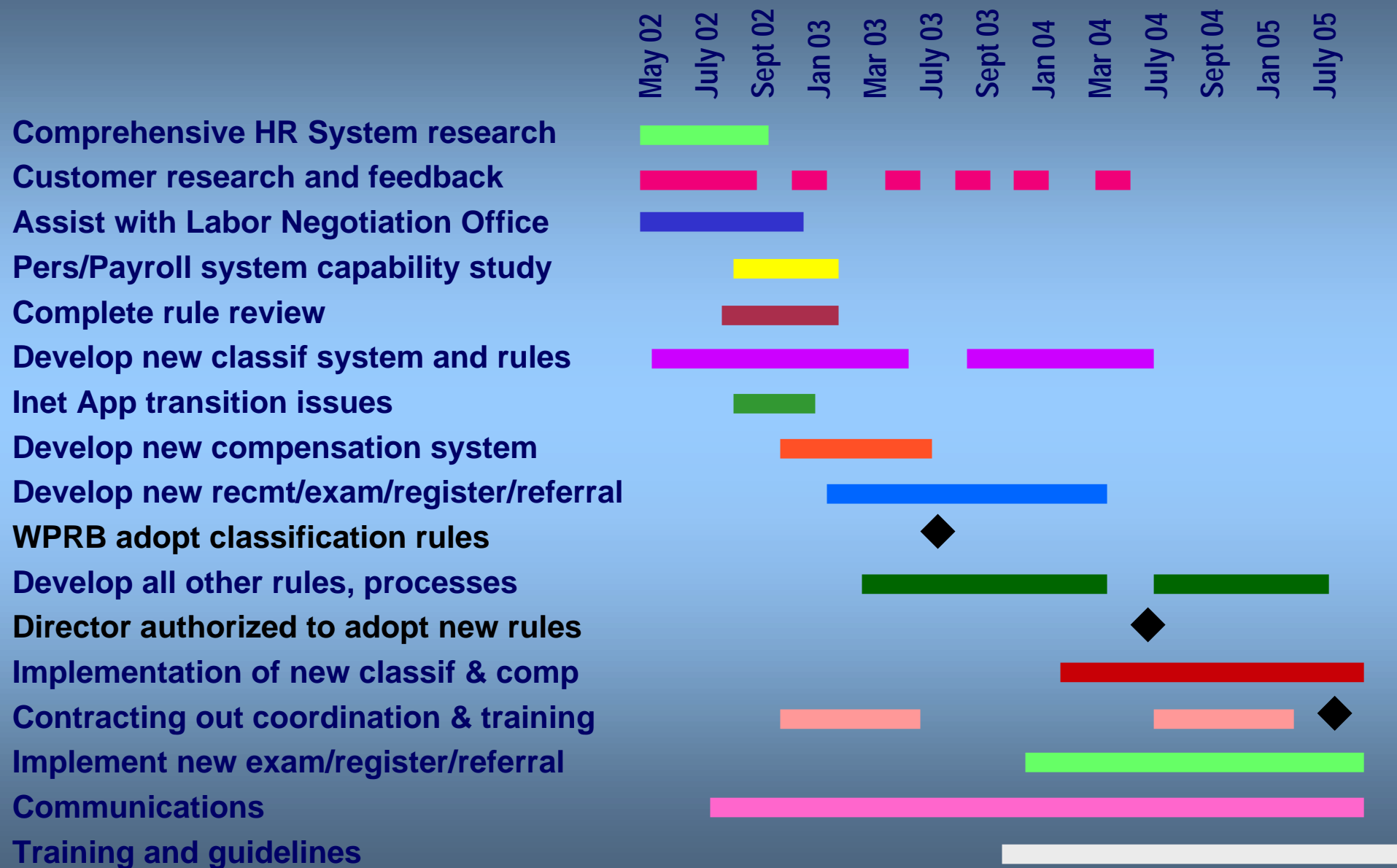
New Human Resource System

Key Effective Dates

- 7-1-03** WPRB review of new classification rules completed
- 3-15-04** WPRB adopts new classification rules
- 7-1-04** Rule-making authority transferred from WPRB to DOP Director
Implementation of new classification system
- 7-1-05** WPRB assumes responsibility for appeals for non-represented employees
- 7-1-06** Personnel Appeals Board abolished

New Human Resource System

The “Real” Timeline



New Human Resource System

HR System Research

- Comprehensive review and analysis of HR systems, trends, best practices
 - ◆ All states, plus federal and local government
 - ◆ Selected universities, private sector organizations, and countries
 - ◆ NASPE, IPMA, SHRM, and others
 - ◆ Web sites and literature review
- Findings and report due September 2002
- Contact: Christina Valadez ChrisV@dop.wa.gov


New Human Resource System

Customer Research

- Extensive surveying and focus groups with key customer groups:
 - ◆ Agency managers
 - ◆ HR managers (agency and higher ed)
 - ◆ State employees
- First phase conducted June through August 2002
- Feedback/discussion sessions September 2002
- Customer research ongoing as components are developed
- Contact: Julia Graham JuliaG@dop.wa.gov

New Human Resource System

Communication & Feedback

- General educational presentations and feedback sessions
-  web site at hr.dop.wa.gov/hrreform
- Widely distributed employee updates (hard copy and electronic)
- Electronic newsletters and briefs
- Targeted presentations to key audiences
- On-going feedback forum on web site